

Second Chance Edition

ON-THE-JOB

APRIL 2023 | ISSUE 06

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April is Deaf History Month!



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MESSAGE FROM THE DIRECTOR

Greetings!

April was Second Chance Month and the Department of Employment Services (DOES) Division of State Initiatives hosted and participated in a series of events. Second Chance Month is for connecting returning citizens and justice-impacted residents to resources, training and employers to further their comeback stories.

During this month, DOES continued to empower and sustain a diverse workforce by connecting District residents to resources and opportunities through hiring events, panel discussions, and program support. In this issue, you will find a diverse April recap.

Thank you to our local community partners, employers, and District residents as we continue forward to another month full of workforce pride.



**Dr. Unique Morris-Hughes
DOES Director**

Second Chance Month Events



DOES DIVISION OF STATE INITIATIVES HOSTS PANEL DISCUSSION

On Friday, April 7 DOES hosted a panel discussion with like-minded professionals and community members to share goals of empowering individuals and strengthening communities. Check out the conversation [here](#) and subscribe to our channel.



DOES DIVISION OF STATE INITIATIVES HOSTS RESOURCE AND ENTREPRENEUR FAIR

On Wednesday, April 26 DOES held a Resource and Entrepreneur Showcase! The event highlighted returning citizens' business ventures and allowed residents to come and enjoy music, food trucks, and learn about local community resources.



DOES HOSTS HACK-A-THON POLICY FORUM AND SECOND CHANCE MONTH HIRING FAIR

This month, the Division of State Initiatives held a hiring fair and Hack-A-Thon with The Bank on: 100 Million Coalition, powered by Mission: Launch Inc. During the hiring event, DC residents were connected with nearly 100 employers seeking local talent in the construction, education, administration, healthcare, and social services industries. The Hack-A-Thon harnessed the power of people living with records by convening businesses, national leaders, policymakers and U.S. Department of Labor representatives to discuss improvements to the judicial and correctional systems in the District, and nationally.

“Second Chance Month is for connecting returning citizens and justice-impacted residents to resources, training and employers to further their comeback stories. It is also a time to examine the critical policy issues and innovations that allow for those incarcerated to rejoin society with the skills and access to opportunities that lead to sustained employment and contribution to our local economy,” said DOES Director Dr. Unique Morris-Hughes. “The Bowser Administration is committed to moving the needle with events like Hack-A-Thon and Second Chance Hiring Fair, connecting business and government to usher change and advance the resources in our jails and prisons, while creating spaces for those seeking employment to secure opportunities to provide for themselves and their families.”



SAVE THE DATE

2023 NATIONAL APPRENTICESHIP

 *Signing Day*

MAY 1, 2023

The Office of Apprenticeship, Information and Training (OAIT) cordially invites you to honor youth apprenticeship participants successes.

TIME
11 AM - 1 PM

LOCATION
DC WATER - ATRIUM
SECOND FLOOR
1385 CANAL ST SE
WASHINGTON, DC 2000



PARTICIPATING SCHOOLS

- IDEA PUBLIC CHARTER SCHOOL
- BALLOU STAY HIGH SCHOOL
- EASTERN HIGH SCHOOL
- LUKE C MOORE HIGH SCHOOL
- CESAR CHAVEZ PUBLIC CHARTER SCHOOL
- MCKINLEY TECHNOLOGY HIGH SCHOOL
- KIPP DC

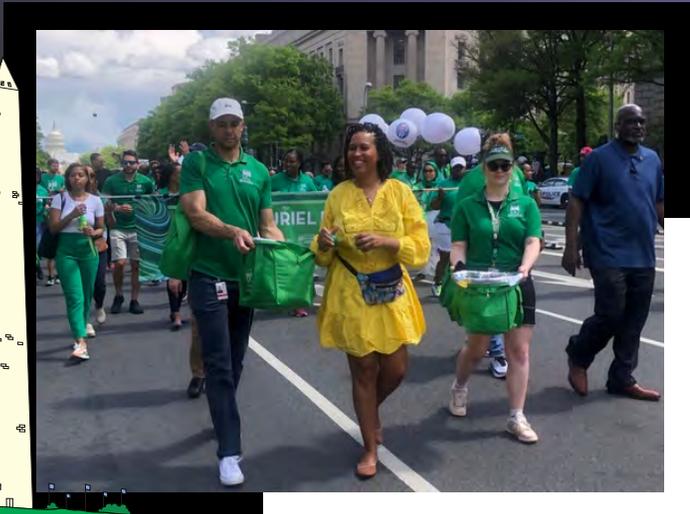
APPRENTICESHIP



REGISTER HERE 

MAYOR MURIEL BOWSER PRESENTS

DC EMANCIPATION DAY



EVERY YEAR ON APRIL 16,

Washington, DC, commemorates the anniversary of the signing of the 1862 Compensated Emancipation Act, the law that abolished slavery in the District of Columbia and freed 3,000 individuals in bondage in the nation's capital.

As we honor this day and celebrate independence, we also recognize the struggle - historically and in our current moment - to achieve true freedom and justice for all.



A PUSH TOWARDS DC STATEHOOD

"The weekend's festivities were not only a celebration of DC's leadership in ending slavery but an opportunity to remind our country of how far we've come, how far we must go, and highlight the need for DC to become the 51st state," says LaToya Foster, Director of the DC Office of Cable Television, Film, Music and Entertainment (OCTFME).



TAKE YOUR CHILD TO WORK DAY

April 27, 2023

Designed to be more than a career day, the Take Our Daughters And Sons To Work® program goes beyond the average practice of “shadowing” an adult. Exposing children to what a parent or mentor does during the work day is important, but showing them the value of their education, helping them discover the power and possibilities of work and family life, providing boys and girls a chance to share how they envision the future, and allowing them to begin steps toward their goals in a hands-on and interactive environment is key to their achieving success.

Bring Your Sons and Daughters to Work Day

Each year the Families and Work Institute (FWI) and Helping Kids Thrive (HKT) design activities to help produce a results-oriented programming. The activities are created to do the following:

- Encourage girls and boys to think now about how their dreams for the future-both for their work and family lives-can be achieved.
- Increase youth' understanding of the way work life and home life often overlap and that all aspects of life need to be managed.
- Allow youth to learn more about job titles and what specific jobs entail.
- Increase their critical thinking, communication, writing, and reading skills.
- Promote positive identity and aim to increase youth self-esteem.
- Allow them to express themselves through writing, art, and discussion.
- Provide the opportunity to learn about different people and the importance of teamwork.
- Challenge youth to think beyond common stereotypes about men's and women's' roles both on and off the job.

ACTIVITIES

- Virtual Job Shadow
- Social Studies Activities
- Math Activities
- Language Arts Activities
- Activity Guides

To learn more, click the bullets.



7 Valued Administrative Skills That Can Help Your Career

There are many soft and technical skills that contribute to a strong set of administrative skills. While the technical skills required for administrative tasks may vary from organization to organization, there are several soft or “interpersonal” skills common among people with strong administrative skills.

Here are a few examples:

1. Organization

Having an organized desk, computer, and calendar can help you complete administrative tasks in a quality and time-efficient manner.

2. Communication

Communication is a crucial skill to have when performing administrative tasks. You must be able to communicate processes and information to others or respond clearly to questions and requests. You must also be able to use various types of communication including verbal, nonverbal, written and even visual communication.

3. Teamwork

Having strong teamwork skills can help you when collaborating on administrative projects, developing new processes, or delegating tasks. Being a good teammate includes practicing empathy, humility and communicating clearly.

4. Customer Service

In administration, it is common to answer questions for others or perform certain tasks that others may be unable to do themselves. These responsibilities can be performed well with strong customer service skills which include active listening and managing expectations.

5. Responsibility

Tasks related to administration are often important to keeping an organization running efficiently. Managing the responsibility to complete tasks on time, efficiently, and sometimes without oversight is crucial.

6. Time Management

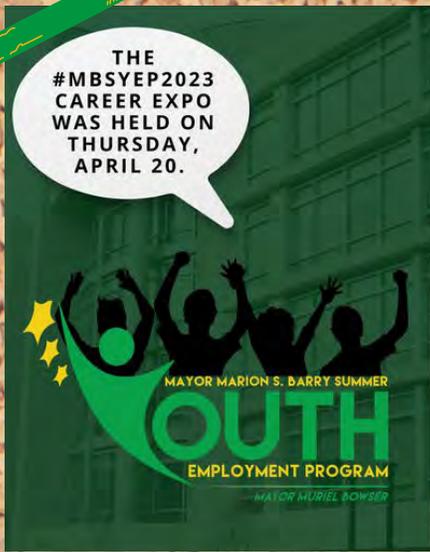
Managing your time wisely is a key skill. This may include maintaining your calendar, delegating time to complete tasks, and setting proper timeline expectations.

7. Multitasking

As an administrative assistant, you might be asked to handle multiple tasks simultaneously. It is not uncommon to have to respond in a timely manner to emails, answer calls, address in-person requests and handle project requests at the same time. Combining other skills like organization and time management gives you the ability to multitask efficiently.



THE BULLETIN BOARD



List of American Job Center Locations in DC

- AJC Headquarters
- AJC Bertie Backus
- AJC Reeves Center

As of May 1, 2023, the base minimum wage for tipped employees will increase to \$6.00 per hour.

To learn more, visit does.dc.gov.

UPCOMING EVENTS

- May 1, 2023- Apprenticeship Signing Day
- May 13, 2023- PFL Annual City-Wide Baby Shower
- May 18, 2023- Veterans Career and Networking Series

DC INFRASTRUCTURE WEEK AND DCIA 5 YEAR ANNIVERSARY

The events will be held from May 15-May 19, 2023.



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